

Inter Agency Legal Fund Transfer Request Form and Instructions

	PK	Account	CC	BA	Fund	Amount	Order/WBS	Legal Fund Transfer Request Instructions
1	50	1100001005		0710	ABC0000	6,000.00		Enter BA, Fund & Cash Amount from outgoing fund
2	40	1100001006		0610	XYZ0000	6,000.00		Enter BA, Fund & Cash Amount to incoming fund
3	40	6061003000	111111	0710	ABC0000	6,000.00		Enter Cost Center, BA, Fund, amount from outgoing fund
4	50	6060003000	999999	0610	XYZ0000	6,000.00		Enter Cost Center, BA, Fund, amount to incoming fund

Agency:

Enter the Agency Name here

BA:

Enter the 4-digit agency # here

Contact:

Enter the contact person for any questions

Ph #:

Enter the contact's phone number

Email:

Enter the contact's email, if any

Ref Doc:

Enter legal reason for transfer (ACA cite; current act; other)

Header:

Download & Save this entire Excel Spreadsheet to your PC

Enter the information for each correction

Save & name each Receipt Correction using the Doc #

Email to:

catherine.hickerson@dfa.state.ar.us

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